

**STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
BATON ROUGE, LA**

HR Handbook Update No. 2011 – 0007

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: HR Handbook Update – Job Appointment Extension

Issue Date: May 19, 2011

This is to advise that the HR Handbook has been updated with a new form titled ***“Request for Job Appointment Extension”***. A description of the document and its location is as follows:

- **Request for Job Appointment Extension Form** – This form was created for agency use as a tool to collect standard, consistent information regarding requests for extension of job appointments beyond the original three (3) year appointment. The form is available as **CSJA** and is available in **Word 2007** and **Word 2003**.

REASON FOR THE CHANGE: This form was established to provide a tool used to collect standardized consistent information from users requesting extensions of job appointment. It allows the Department of State Civil Service to review data submitted and provide sound recommendation to the Director and/or Civil Service Commission.

If you have any questions, please contact the Program Assistance Division at (225) 342-8274.

Sincerely,

s/Shannon S. Templet
Director